Work Health & Safety

Daily Safety Check Booklet

Educator:

Date: From / / to / /

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| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April 2018) |

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| **MONTH OF THE YEAR:**  |
| **INDOORS:** | **OUTDOORS:** |
| Check the phone is operating (and the backup phone is charged and working) | Equipment that is a climbing hazard is inaccessible. |
| Check that the door is locked / secure as required. | Vehicles are inaccessible. |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | Shed/ garden sheds etc. are locked and inaccessible to children. |
| Power points are all safely fitted and covered with safety plugs. | Garden equipment is inaccessible to the children |
| Medications are stored out of the reach of children. | Play equipment is free from splinters and other sharp items. |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | No rust, spider webs / spiders, insects are present outside and on / in the play area. |
| Toys are checked for breakages, small parts etc. | All play equipment is stable and in good conditions and appropriate. |
| Blind cords are out of reach of children.  | Removal of all non-associated play equipment. |
| Sleeping areas are suitable, tidy and clean. | Clothes line has no loose ropes / wires. |
| Exits are hazard free. | Gates are locked, which prevent access to the roads and other properties |
| Bathroom is clean, tidy and hazard free. | The yard is safely fenced and in good repair. |
| 1st aid kit full and checked ready for use. | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. |
| Nappy change area is ready for use. | Sandpit is covered daily after use. |
|  | No water hazards are present. |
|  | Any soft fall area is checked and raked to ensure safety of children. |
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|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  |  |  |  |  |
| **WEEK TWO** |  |  |  |  |  |  |  |
| **WEEK THREE** |  |  |  |  |  |  |  |
| **WEEK FOUR** |  |  |  |  |  |  |  |
| **WEEK FIVE** |  |  |  |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

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| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
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| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible.  |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
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**CLEANING CHECKLIST**

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| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

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| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

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| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

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| **MONTH OF THE YEAR:**  |
| **INDOORS:** | **OUTDOORS:** |
| Check the phone is operating (and the backup phone is charged and working) | Equipment that is a climbing hazard is inaccessible. |
| Check that the door is locked / secure as required. | Vehicles are inaccessible. |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | Shed/ garden sheds etc. are locked and inaccessible to children. |
| Power points are all safely fitted and covered with safety plugs. | Garden equipment is inaccessible to the children |
| Medications are stored out of the reach of children. | Play equipment is free from splinters and other sharp items. |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | No rust, spider webs / spiders, insects are present outside and on / in the play area. |
| Toys are checked for breakages, small parts etc. | All play equipment is stable and in good conditions and appropriate. |
| Blind cords are out of reach of children.  | Removal of all non-associated play equipment. |
| Sleeping areas are suitable, tidy and clean. | Clothes line has no loose ropes / wires. |
| Exits are hazard free. | Gates are locked, which prevent access to the roads and other properties |
| Bathroom is clean, tidy and hazard free. | The yard is safely fenced and in good repair. |
| 1st aid kit full and checked ready for use. | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. |
| Nappy change area is ready for use. | Sandpit is covered daily after use. |
|  | No water hazards are present. |
|  | Any soft fall area is checked and raked to ensure safety of children. |
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|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  |  |  |  |  |
| **WEEK TWO** |  |  |  |  |  |  |  |
| **WEEK THREE** |  |  |  |  |  |  |  |
| **WEEK FOUR** |  |  |  |  |  |  |  |
| **WEEK FIVE** |  |  |  |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

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| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
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| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible.  |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
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**CLEANING CHECKLIST**

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| **WEEK ONE** |  |  |  |  |  |  |  |
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| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible.  |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
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**CLEANING CHECKLIST**

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